

AQUA WEBINAR CHECKLIST

AS SOON AS POSSIBLE:

- Your company logo (*the higher resolution, the better*)
- Image(s) you'd like us to incorporate into the landing page
- Title for your webinar
- Overview and learning objectives of the webinar
- Speaker(s) headshot and bio
- "About the Sponsor" information (*your company info*)
- Registration requirements (*asterisk denotes recommended field*)
 - Name (*First and Last*)*
 - Company/Organization*
 - Job Title*
 - Email*
 - Phone Number
 - Address
- Polling Questions (*optional*)

ONE WEEK PRIOR TO WEBINAR DATE:

- Webinar slides sent to AQUA, including:
 - "Lobby-room" slide for attendees to view while waiting
 - Introductory slide for Scott Webb (*provided by AQUA*)
 - Introductory slide for webinar speaker(s)
- Instruction sheet for Scott Webb with the script you'd like him to use before, during and after the webinar
- Three to five seeded questions for Q&A section of the webinar